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CENTRAL INTELLIGENCE GROUP

RECRUITMENT REQUEST

8 October 1951

IT IS REQUESTED THAT THE PERSONNEL DIVISION FURNISH THIS OFFICE WITH LISTS OF ELIGIBLES FOR THE POSITION(S) INDICATED BELOW:

ORGANIZATION	POSITION
OFFICE: Deputy Director (Administration)	TITLE: Law Clerk - Steno
BRANCH: Office of General Counsel	GRADE: GS-5
DIVISION:	SALARY: $3100.00
SECTION:	NUMBER DESIRED: One
OFFICIAL STATION: Washington, D. C.	

DESCRIPTION OF DUTIES: (COMPLETE)

Perform legal stenographic and clerical Duties.

Take and transcribe dictation from staff members which is generally legal in nature and consisting of legal decisions and opinions and correspondence in connection with claims of various types.

Type legal documents such as wills, declarations of trust, affidavits, etc.

SPECIAL QUALIFICATIONS DESIRED: (EDUCATION, LANGUAGES, EXPERIENCE, RESIDENCE ABROAD, ETC.)

25X1A

[redacted]

Accurate and neat typist

Some office experience (private or government)

POSSIBLE CANDIDATES: (IF ANY)

NAME	NAME

SIGNATURE (REQUESTING OFFICIAL)
GENERAL COUNSEL
TITLE

FORM NO. 37-8
NOV 1946

(1642)

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